



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

June 27, 2013

MEMORANDUM

TO: Intermediate/Local School District Superintendents and Public School Academy Administrators

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: DS-4168, 2012-2013 Report of Days and Clock Hours of Pupil Instruction

Last year the Michigan Department of Education and Center for Educational Performance and Information (CEPI) announced that an electronic version of the DS-4168 would replace the paper reporting method. The application was integrated with the Educational Entity Master (EEM) application, released for use starting with the 2011-12 school year, and in years to follow. The Days and Clock Hours application is accessible from the left navigation pane in the EEM application once users have signed into the EEM application.

As our 2012-13 reporting deadline for districts draws near, we would like to remind you that district users have through July 15 to submit their reports to their intermediate district. Intermediate district users have until August 1 to complete their review and certification of district reports before submission to the Department. We recommend, where possible, that district users submit their reports to their ISD auditors with ample time for corrections if necessary.

A user guide for the application is available through the following link:
http://www.michigan.gov/documents/cepi/DCH_User_Guide_393617_7.pdf

Questions regarding application support or general functionality can be addressed by CEPI Customer Support at (517) 335-0505, option 3 or CEPI@michigan.gov. Questions regarding the reporting requirements found in Section 101 of the State School Aid Act should be directed to Brian Ciloski at 517-373-3352 or CiloskiB@michigan.gov.

cc: Michigan Education Alliance

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324